

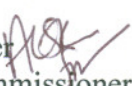




**TO:** Regional Operators  
Indianapolis Private Industry Council Director  
Directors of Operations for Northern and Southern Indiana  
All WorkOne Managers  
All Indiana Department of Workforce Development Employees

**FROM:** Teresa L. Voors   
Commissioner, Indiana Department of Workforce Development

**THROUGH:** Dustin Stohler   
Deputy Commissioner, Legal Affairs and Administration

**THROUGH:** Dale Wenger   
Deputy Commissioner, Policy & Field Operations

**DATE:** April 21, 2008

**SUBJECT:** DWD Policy 2007-36  
Workplace Safety and Weapons Policy

#### **Purpose**

Continuing concern for the safety of employees and customers prompts the Indiana Department of Workforce Development (DWD) to reiterate its position on the presence of weapons in WorkOne facilities.

#### **Rescission**

DWD Policy 2005-11, dated January 20, 2006

#### **Contents**

Every employee of the WorkOne system has the right to work in a safe and non-threatening environment. In order to diminish the possibility of workplace violence, the Department reiterates the prohibition against weapons within any WorkOne facility and DWD administrative office. The nature of the Indiana Department of Workforce Development's business makes it imperative that every possible precaution be taken to ensure the safety and welfare of WorkOne staff, administrative staff, and their customers.

#### **Review Date**

October 1, 2009

DWD Policy 2007-36

April 21, 2008

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**Ownership**

DWD Investigations and Security

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana

Telephone: 317.232-7187

**Effective Date**

Immediately

**Action**

All administrators are required to develop policy prohibiting the possession of weapons in the WorkOne Centers and WorkOne Express sites. Further, procedures should be developed for managing any instance where staff encounters weapons in WorkOne or DWD buildings.